

1 **Snohomish Conservation District**
2 **Board Meeting Minutes**
3 **Tuesday, November 17, 2015**
4

5 **Present:**

6
7 Mark Craven, Chair Steve Van Valkenburg, Board Member
8 Jeff Ellingsen, Board Member Karl Hereth, Board Member
9 Derek Hann, SCD Staff Ryan Williams, SCD Staff
10 Monte Marti, SCD Staff
11

12 The meeting was called to order at 6:30 pm by Board Chair Mark Craven. There
13 were no revisions to the list of agenda items.
14

15 **Guest and Staff Introductions**

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17 Introductions were made.
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19 **Approve October 2015 Board Meeting Minutes**

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21 The October 20, 2015 Board Meeting minutes were reviewed. Karl Hereth
22 moved to accept the October 20, 2015 Board Meeting minutes as distributed.
23 Steve Van Valkenburg seconded the motion. The motion passed unanimously.
24

25 **Public Comment**

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27 There were no public comments.
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29 **Partner Presentations and Discussion**

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31 There were no partner presentations.
32

33 **FSA and NRCS Reports**

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35 There were no FSA or NRCS reports.
36

37 **Staff Reports**

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39 Derek Hann provided an update on the District's rain garden and rain barrel
40 programs. This has been the District's busiest year for both programs. As these
41 programs are scaled up to meet demand, additional changes in program delivery
42 will most likely need to be pursued. Need to identify a path forward.
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44 Ryan Williams updated the Board on building lease and purchase options
45 currently be investigated by a commercial realtor. Ryan provided an overview of
46 the 2015 budget for the assessment and the need for Board to discuss a
47 potential budget adjustment.

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Steve Van Valkenburg moved to approve and implement a \$53,000 budget adjustment for the Snohomish County assessment via two monthly allocations (November and December). Karl Hereth seconded the motion. The motion passed unanimously.

Karl Hereth moved to transfer \$162,196.69 in crew time revenue from Fund 3 to WCC Crew Fund 13. Steve Van Valkenburg seconded the motion. The motion passed unanimously.

Ryan reported on the new Citizen Advisory Committee engagement process as part of the overall District planning process. There will be three set meetings for the Committee throughout the year ~ March, August, and October.

Committee Reports

Stillaguamish Clean Water District (CWD):

Steve Van Valkenburg reported that the County Council had taken action to change the funding for the CWD. This should provide the District will a more stable funding arrangement for activities within the CWD

Citizen Advisory Committee

Update on the Citizen Advisory Committee was provided by Ryan Williams during his staff report.

Ag Board

The Ag Board is working on who will be the Chair for the Ag Board. Bobbi Lindemulder attended the meeting and reported on District activities.

Farm Bureau

Monte Marti attended the November 11 meeting. The Farm Bureau is preparing for their annual statewide meeting.

WACD

The WACD Annual Meeting will be November 30 – December 2 in Spokane. Bobbi Lindemulder, Cindy Dittbrenner, Jeff Ellingsen, Mark Craven, Monte Marti, and Ryan Williams will be attending. There will be a lot of interesting resolutions that district supervisors will need to debate and take action on during the meeting.

93 Steve Van Valkenburg moved to approve the six (6) travel requests for the
94 WACD Annual Meeting. Karl Hereth seconded the motion. The motion
95 passed unanimously.

96
97 Karl Hereth moved to present the revised WACD Building Capacity
98 resolution at the WACD Annual Meeting. Steve Van Valkenburg
99 seconded the motion. The motion passed unanimously.

100
101 **Policies**

102
103 Steve Van Valkenburg moved to approve the "Notice of Election" with the
104 edit to correct the date for the filing deadline from February 16, 2015 to
105 February 16, 2016. Karl Hereth seconded the motion. The motion
106 passed unanimously.

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108 **Building and Office Space**

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110 Ryan Williams provided an update during his staff report.

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112 **5-Year Plan**

113
114 Ryan Williams provided an update during his staff report.

115
116 **Puget Sound Conservation District Caucus**

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118 The next Puget Sound Conservation District Caucus meeting will be on
119 November 23, 2015. The key agenda item will be near-term-action (NTA)
120 development by individual districts, as well as regional NTA development
121 with the Washington Conservation Commission.

122
123 **Washington Conservation Commission (WCC)**

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125 The Snohomish Conservation District continues to engage Commission staff on
126 cost share funding opportunities and NTA development. The Commission
127 continues to actively support the efforts of the Puget Sound Conservation
128 Districts (PSCDs). They are working collaboratively with the PSCDs on potential
129 reporting enhancements.

130
131 **Snohomish County and Camano Island Assessment Updates**

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133 Snohomish County continues to not provide any additional information on the
134 back-up information for the administrative fees charged by the Treasurer's
135 Office. The Snohomish Conservation District Board of Supervisors requested
136 more information on the Snohomish County 2016 budget and the status of the
137 administrative fee for 2016.

138
139 **Financial Reports**

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141 Karl Hereth moved for the payment of vouchers/warrants: EFT's and checks
142 #7041 - #7114 totaling \$298,514.02, and to accept and approve the October
143 2015 Receipt Register, Check Register, and Treasurer's Report. Jeff Ellingsen
144 seconded the motion. The motion passed unanimously.

145
146 The Board of Supervisors also reviewed the "Outstanding Invoices" as of
147 November 17, 2015 and the "Employee Vacation and Sick Leave" accruals as of
148 November 10, 2015.

149
150 Steve Van Valkenburg reviewed the bank statements.

151
152 There was no public comment during the Public Hearing on the 2016 Calendar
153 Year Budget.

154

155 **Agreements and Contracts**

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157 Jeff Ellingsen moved to approve the cost share payment to:

158

- 159 • C. Martinez
- 160 • N. Chase
- 161 • A. Farnham
- 162 • W. Cayford
- 163 • R. Ballard
- 164 • M. Smith

165

166 And the contracts/inter-local agreements with:

167

- 168 • King Conservation District for Better Ground Campaign and Outreach
169 Initiative
- 170 • MRSC for Small Works, Consultant, and Vendor Roster
- 171 • Washington State Conservation Commission for the State RCPP
172 addendum and Federal RCPP addendum
- 173 • Mason Conservation District for the ILA

174

175 Steve Van Valkenburg seconded the motion. The motion passed unanimously.

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177 **Manager's Report**

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179 The supervisor election process continues to move forward. The District
180 continues to advertise for both the elected and appointed positions.

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182 Ray Ledgerwood and Shana Joy from the Washington State Conservation
183 Commission will be facilitating a planning and program management session
184 with Mark Craven and the program managers on December 7. Board members
185 are invited to attend.

186

187 **Miscellaneous Reports and Set Next Meeting Date**

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189 There were no miscellaneous reports.

190

191 Jeff Ellingsen moved that the December 2015 Board Meeting be held on
192 Tuesday, December 15, 2015 at 6:00 pm at the District office, and that proper
193 notice be distributed to the public; and that the meeting be adjourned. Karl
194 Hereth seconded the motion. The motion passed unanimously.

195

196 Meeting was adjourned at 9:00 pm.

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SUMMARY OF OFFICIAL ACTIONS

199

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201 distributed. Steve Van Valkenburg seconded the motion. The motion passed
202 unanimously.

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Chairman Mark Crum Date 12-15-15

Secretary Monty Maite Date 12-15-15